



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Investigator 1 [Interim/Temporary]			Salary P25 \$61,784.21- \$87,820.13
Posting Number 15-16	Position Number 071272, 071216,	Number of Positions 2	Posting Period * From: 1/20/2016 To: 2/3/2016
Location: Office of the Commissioner Medicinal Marijuana Program Health and Agriculture Building, 4th Floor P.O. Box 360, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Reviews criminal history record information from verifiable sources and performs follow-up investigations for doctors who write the order, and caregivers of patients who have applied for a permit for the use and purchase of medical marijuana to determine their eligibility. Performs background checks on primary caregivers and Alternative Treatment Centers (ATC). Develops, organizes, and assists the program in the implementation of work methods of complex investigations to ensure compliance with applicable statutes and regulations. Coordinates the investigative activities to secure, preserve, and record information which is then used to prepare summaries containing findings, conclusions, and recommendations as related to medical marijuana distribution. Acts as principal liaison with state, county, and municipal law enforcement agencies, local authorities and other state departments as it relates to the medical marijuana program. Conducts investigations and surveillance relevant to allegations of negligence, misconduct, or abuse. Prepares and reviews reports, documentation, and summaries containing findings, conclusions, and recommendations and notifies appropriate authorities of noted violations. Conducts research, analysis, and data gathering in connection with complaints, violations, and noncompliance as related to medical marijuana.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of office and/or field experience conducting investigations, collecting evidence, and preparing investigative reports related to criminal, civil, or regulatory matters involving fraud, misrepresentation, or other acts of criminal or civil misconduct.

NOTE: Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the above experience on a year-for-year basis. **NOTE:** Applicants who do not possess the required education may substitute experience in investigation of criminal, civil, regulatory, matters on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. **NOTE:** A Master's degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Jill Velez, Executive Assistant 3
Office of Commissioner
Reference Posting #
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTOC@doh.state.nj.us

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**